DEQ Form 50-25 - Most Common Errors

After DEQ Form 50-25 is submitted, either on-line or hard copy, DEQ staff reviews the form for accuracy and errors. If an error is identified, DEQ will contact you. DEQ staff does not make changes to submissions without consent from the facility and may even ask you to resubmit the form with corrections. These are the most common errors made.

1. **Permit numbers (Item 2) – hard copies only.** Permit numbers begin with SWP, PBR, or EMG followed by a 3 digit number. Enter the permit number assigned to the facility. Examples: **SWP024, PBR125, EMG199.**

2. **Jurisdiction (Item 11) – hard copies only.** The **jurisdiction must be identified** from which the waste originated. Even if all of the waste originated in Virginia, item 11 should be "VA."

3. **Entering data into column (a).** When reporting waste received on site, the total must be entered in both column "a" and the column(s) for the corresponding management method.

4. **Balancing a row.** With the exception of vegetative/yard waste and incineration, the amount of waste received should equal the sum of the amounts managed by the listed methods. The following identifies the proper way to report how wastes were managed at your facility. In general, the total waste received listed in column (a) plus the waste stored on-site at the beginning of the reporting period (g), should equal the total waste managed under each of the methods (b), (c), (d), (e), (f), and (h). See the example below.

   a + g (Beginning of Reporting Period) = b + c + d + e + f + g (End of Reporting Period) + h

					Sent Off-Site:		Stored On-Site:		Other	
Total Amount of Waste Received	Recycled On-Site	Composted On-site	Landfilled On-site	Incinerated on-Site	Recycled	Treated, Stored, Disposed	Beginning of Reporting Period	End of Reporting Period	Mulched	Other Than Mulched
a	**b**	**c**	**d**	**e**	**f**		**g**		**h**	
5,000			5,700				700			

The three most common errors are:

- typographical error when entering a number, which throws off the sums;
- a simple math error when summing the totals of each column for each row; and
- not accounting for waste stored at the beginning or the end of the period.

Please double check the sums prior to resubmitting the form.

These are more detailed instructions and examples for balancing a row:

Basically there are two methods for balancing a row. The calculations for Method 1 and Method 2 add up differently, but both methods check that the row is in balance. If no waste is stored on-site, then use Method 1.

Method 1) the total waste received listed in column (a) plus the waste stored on-site at the beginning of the reporting period (g), should equal the total waste managed under each of the methods (b), (c), (d), (e), (f), and (h). Or looking at this as a formula: a + g (Beginning of Reporting Period) = b + c + d + e + f + g (End) + h.

Method 2) looks at the waste stored on-site. If the stored waste got s**maller**, then the total of the other managed columns will be more than the total waste received. If the stored waste got **larger**,

then the total of the other managed columns will be less than the total waste received.

Look at these examples:

Example 1

					Sent Off-Site:		Stored On-Site:		Other	
Total Amount of Waste Received	Recycled On-Site	Composted On-site	**Landfilled On-site**	Incinerated on-Site	Recycled	Treated, Stored, Disposed	**Beginning of Reporting Period**	**End of Reporting Period**	Mulched	Other Than Mulched
a	**b**	**c**	**d**	**e**	**f**		**g**		**h**	
4,000			4,500				700	200		

Method 1) **a** + **g (Beginning)** = **d** + **g (End**)
4,000 + 700 = 4,500 + 200

Method 2) The stored waste got **smaller** 700-200 = 500. 500 tons from the stored waste was managed. So the total landfilled amount is 4,000 + 500 = 4,500 (column d, how the waste was managed).

Example 2

					Sent Off-Site:		Stored On-Site:		Other	
Total Amount of Waste Received	Recycled On-Site	Composted On-site	**Landfilled On-site**	Incinerated on-Site	Recycled	Treated, Stored, Disposed	**Beginning of Reporting Period**	**End of Reporting Period**	Mulched	Other Than Mulched
a	**b**	**c**	**d**	**e**	**f**		**g**		**h**	
6,000			**5,300**				**100**	**800**		

Method 1) a + **g (Beginning)** = **d** + **g (End)**
6,000 + 100 = 5,300 + 800

Method 2) The stored waste got **larger** 800-100 = 700. 700 tons of the 6,000 tons received was managed by being stored on-site. The on-site stored waste increased so the total landfilled amount is 6,000 - 700 = 5,300 (column d).

Example 3

					Sent Off-Site:		Stored On-Site:		Other	
Total Amount of Waste Received	**Recycled On-Site**	Composted On-site	**Landfilled On-site**	Incinerated on-Site	**Recycled**	Treated, Stored, Disposed	**Beginning of Reporting Period**	**End of Reporting Period**	Mulched	**Other Than Mulched**
a	**b**	**c**	**d**	**e**	**f**		**g**		**h**	
5,000	**1,500**		**2,600**		**1,000**		**700**	**100**		**500**

Method 1) **a** + **g (Beginning)** = **b** + **d** + **f** + **g (End)** + **h**
5,000 + 700 = 1,500 + 2,600 + 1,000 + 100 + 500

Method 2) The stored waste got **smaller** 700-100 = 600. 600 tons of the 5,000 tons received was managed. 5,000 + 600 = 5,600 would need to be the sum of the other managed columns (excluding stored on-site columns) 5,600 = 1,500 + 2,600 + 1,000 + 500.

Example 4

					Sent Off-Site:		Stored On-Site:		Other	
Total Amount of Waste Received	**Recycled On-Site**	Composted On-site	**Landfilled On-site**	Incinerated on-Site	**Recycled**	Treated, Stored, Disposed	**Beginning of Reporting Period**	**End of Reporting Period**	Mulched	**Other Than Mulched**
a	**b**	**c**	**d**	**e**	**f**		**g**		**h**	
9,000	**1,000**		**2,600**		**3,200**		**300**	**500**		**2,000**

Method 1) **a** + **g (Beginning)** = **b** + **d** + **f** + **g (End)** + **h**
9,000 + 300 = 1,000 + 2,600 + 3,200 + 500 + 2,000

Method 2) The stored waste got **larger** 500-300 = 200. 200 tons of the 9,000 tons received was managed by being stored. 9,000 – 200 = 8,800 would need to be the sum of the other managed columns (excluding stored on-site columns) 8,800 = 1,000 + 2,600 + 3,200 + 2,000.

5. **Waste stored on-site.** Waste stored on-site at the end of a reporting period must be reported on the next year's form in "**Beginning of Reporting Period**." **Example:**

Stored On-Site: (g)	
Beginning of Reporting Period	End of Reporting Period
Stored on-site as of **January 1, 2008**	Stored on-site as of **December 31, 2008**
	750

If the facility has 750 tons of solid waste stored on site as of December 31, 2008 (above), the 2009 Annual Report (due by March 31, 2010) should report the 750 tons in the column "Stored On-Site Beginning of Reporting Period" (below).

Stored On-Site: (g)	
Beginning of Reporting Period	End of Reporting Period
Stored on-site as of **January 1, 2009**	Stored on-site as of **December 31, 2009**
750	

6. **Alternate daily cover.** Tire chips, mulch and other items brought on-site for use as alternate daily cover are not reported on this form. Daily cover is not considered a waste for the SWIA report.

7. **Incineration and open burning (Column "e").** Incineration is not the same as open burning. Open burning is the combustion of solid waste without control of air to maintain temperature, containment of the combustion reaction in an enclosed device, and control of the combustion products' emission. **Waste that is open burned is reported in the "Other Than Mulched"** column. Incineration is the controlled combustion of solid waste and is reported in the "Incinerated On-Site" column.

8. **Materials brought on site for other purposes.** If other activities are occurring at the site that are regulated by another program or are conditionally excluded from the regulations, these materials should not be tracked on the SWIA form. For example,

- If the facility has dedicated an area to biosolids composting, the biosolids should not be reported on the form as the biosolids are regulated under a different set of regulations.
- If the facility receives inert debris (e.g., concrete, rock, brick, broken pavement) for use as general fill, this material should not be reported.